

U. S. ARMY CORPS OF ENGINEERS, MOBILE, AL

TEMPORARY SUMMER EMPLOYMENT ANNOUNCEMENT #03-24

Office Automation Clerk, GS-0326-02 or 03

GS-02: \$8.90 per hour / \$18,584 per annum

GS-03: \$9.72 per hour / \$20,277 per annum

Duty Location: Columbus, MS

Beginning dates of employment: – On or after 5 May 2003

Application Opening date: 27 March 2003

Closing date: 11 April 2003

Area of Consideration: Students Definition of Student: An individual who is enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and is taking at least a half-time academic/vocational/or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.

DUTIES: FOR GS-02: Types a variety of narrative and tabular material (e.g. correspondence reports, memoranda, studies, rosters, forms) without errors or corrections when required, from clean copy or rough drafts on which revisions and heading have been clearly indicated. Refers to correspondence manuals and nontechnical dictionaries. Performs one or more of the following clerical tasks: time stamps and routes mail to a few points or individual; arranges and files items in subject or chronological order where the classification is readily identified; answers the telephone and takes messages or refers calls to others; checks or verifies data; computes totals, balances, percentage or perform other simple arithmetical procedures. Performs other duties as assigned.

FOR GS-03: Types a variety of narrative and tabular material including letters, memoranda, reports, charts, and statistical tables from handwritten notes or rough drafts involving use of nonspecialized terminology. Responsible for format, spelling, punctuation, grammar, arrangement, and spacing. Answers telephone, takes messages, meets visitors, and makes referrals to other persons in the office when necessary. Maintains file system covering an extensive subject matter. Responsible for development and coordination of files in accordance with MARKS. Performs other duties as assigned.

QUALIFICATIONS: FOR GS-02: Applicants must have three months of general experience or high school graduation or equivalent. **FOR GS-03:** Applicants must have six months of general experience or one year of education above high school.

In addition, a minimum typing speed of 40 words per minute is required. Applicants applying must certify to the speed. This information must be provided in the application, resume, etc.

APPLICATION PROCEDURES: Resumes must include:

Announcement #

Full name

Social Security Number

Date of Birth

Address

Signature

Proof of student status and grades from the last grading period (transcript or copy of report card)

Experience including dates and hours of employment and name and telephone number of supervisor

Typing speed

Applications must be postmarked not later than closing date of the announcement. Mail applications or resumes to:

U. S. Army Corps of Engineers, Mobile

ATTN: EP – Summer Employment

P. O. Box 2288

Mobile, AL 36628-0001

CONDITIONS OF STUDENT EMPLOYMENT UNDER THE STUDENT TEMPORARY EXPERIENCE PROGRAM:

- Written agreement between agency, school and student not required
 - Work schedule may be part-time or full-time as long as work does not interfere with success in school
 - Classification series and grade set according to the OPM classification standard
 - Participants have no non-competitive right to conversion to TERM or permanent employment.
- Participants may be converted to the Career Experience Program, if all requirements are met.
- Students must have a minimum 2.0 quarterly/semester GPA and 2.0 cumulative GPA.